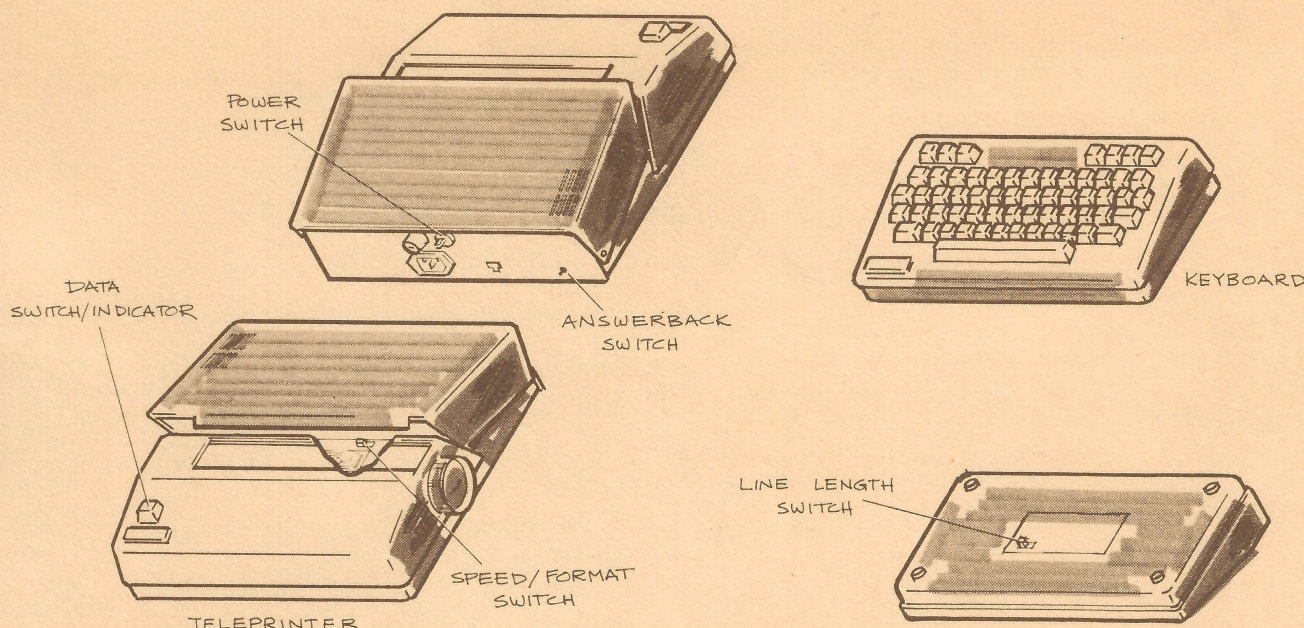# "Whisper Writer" Communications Terminal Reference Card

3M

POWER SWITCH

DATA SWITCH/INDICATOR

ANSWERBACK SWITCH

KEYBOARD

SPEED/FORMAT SWITCH

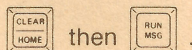TELEPRINTER

LINE LENGTH SWITCH

Sending a Message or Data—
Teleprinter Models 1460, 1461, 1480, 1481

1. Press and engage [LOCAL COPY] .

2. If the terminal or computer you dial answers automatically, you will hear a high-pitched tone. Press your lighted Data Switch/Indicator. You may hang up the handset.

3. If someone answers the phone, tell him/her to prepare to receive your message. You will hear a high-pitched tone. Press your lighted Data Switch/Indicator and hang up the handset.

4. When the light is blinking, messages may be sent in either direction. You may type or send a previously prepared message.

   If your message is stored in "Memory," press [CLEAR HOME] then [RUN MSG] .

   If your message is stored in "Ctrl Memory," press [CTRL] [CLEAR HOME] then [RUN MSG] .

5. If characters print double, press and release [LOCAL COPY] .

6. Terminate the operation by pressing your Data Switch/Indicator.

To Talk to the Other Operator

1. Pick up your telephone handset.

2. Before terminating the operation, "cue" the remote operator by pressing [CTRL] [G] . He/she picks up the phone and sends a Control G-Bell Character.

3. Press the Data Switch/Indicator and talk to the remote operator.

4. When you are through talking, hang up your handset as usual.

Sending Data—
Teleprinter Models 1462, 1482

1. Press and engage [LOCAL COPY] .

2. Press Data Switch/Indicator.

3. While the Data Switch/Indicator glows brightly data may be sent or received. Type your data now or send previously-prepared data.

4. If received characters print double, release [LOCAL COPY] .

5. Press the Data Switch/Indicator to terminate the operation.

Key Functions—All Teleprinter Models

CAPS LOCK Press and engage to type letters continuously in upper case; press the key a second time to release.

CLEAR HOME Press to start at the beginning of the Keyboard "Memory." This is the "Home" position.

CTRL CLEAR HOME Press to start at the beginning of the Keyboard "Control Memory." This is the "Control Memory Home" position.

SHIFT CLEAR HOME When in (regular) "Memory," press to "Clear" the entire "Memory."

When in "Control Memory," press to "Clear" the entire "Control Memory."

Press to move the Character Position Marker under the character you wish to edit. When the Character Position Marker is at the left margin, the Teleprinter prints the previous line.

Press to print the next character.

CTRL Press to print the last line in your message and move the Character Position Marker to the end of your message.
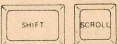
SHIFT Press to delete the next character. The following symbol is printed to indicate that the character has been deleted:

When you delete the Carriage Return at the end of a line this causes the next line to "shift up" and print from that point.

SCROLL Press to print the first five characters in the next line to quickly locate a line in your message for editing.

SHIFT SCROLL Press to print the line the Character Position Marker is on with all corrections.

CTRL SCROLL Press to print first five characters in the previous line, and move the Character Position Marker of that previous line.

INSERT Press to enter Insert Mode. Press again to exit the Insert Mode. Either the Teleprinter will print the remainder of the line or it will print the entire line. The Character Position Marker will return to the point of insert.

RUN MSG Press to **print** your stored message beginning at the location of the Character Position Marker in the memory to the end of the message, or until you press the RUN MSG key again to stop.

Press to **send** your stored message from the location of the Character Position Marker in the memory to the end of the message, or until you press the RUN MSG key again, or until a stored stop character is found in the message.

If the Character Position Marker is at the end of "Ctrl Memory," press the RUN MSG key to send your stored message at the beginning of the "Memory." If the Character Position Marker is at the end of the "Memory," pressing the RUN MSG key will have no effect.

CTRL Press and hold this key while pressing another key to produce a special function control character. The character symbol is **printed** by your Teleprinter and the code is embedded in the message you store.

Press and hold this key while pressing another key to **send** a special function control character.

ESC Press this key, followed by one or more keys in sequence, to initiate special functions such as setting vertical line spacing, entering and exiting from text or graphics mode, setting the auto-answer feature, and changing the identification or (Answerback) message.

LOCAL COPY Press to print a copy of your message on your Teleprinter.

If the unit you are sending to, "echoes" the message back to you (double characters are printed) press to disengage Local Copy.

BREAK When communicating with a computer system, press to signal the computer to stop sending to you. This signal repeats itself as long as you hold down the key.

WHO ARE YOU Press to request the remote unit to send an identification (Answerback) message.

HERE IS Press to send your identification (Answerback) message to the remote unit.

Sample Control Codes

CTRL J Press to advance the paper without moving the Character Position Marker to the left margin.

CTRL M Press to move the Character Position Marker to the left margin without advancing the paper.

CTRL G Press to sound a beeper or bell and call the remote operator's attention to the message you are sending.

CTRL .. Press to insert a stop in your message. Prints the special symbol ϕ . When sending your message, the Teleprinter will stop at the ϕ so you can type in "variable data," then press **RUN MSG** to send the rest of your message.

CTRL + Press to insert a pause in your message. Prints the special symbol $\div$ for each keystroke. When sending your message, it will pause 1 second for each $\div$ entered, then automatically continue sending the rest of your message.

*This key is active only when transmitting on-line.

Preparing a Message or Data Off-Line—All Teleprinter Models

Locating the Beginning of Memory

Locate the Beginning of "Memory" or "Ctrl Memory"

1. To locate the beginning of "Memory" press [CLEAR HOME].
2. To locate the beginning of "Ctrl Memory" press [CTRL] [CLEAR HOME].

Entering Data in Memory

Type as you would with a standard typewriter.

Use [▷] to space forward across a line.

Use [◁] to backspace and type over any errors.

Adding to a Message

To Print the Message and then Add Data

1. Locate the beginning of the memory that contains the message you want to revise, then press [RUN MSG] to print your message.
2. Type the additional message or data as you would with a standard typewriter.

To Add Data Without Printing

1. Locate the beginning of the memory that contains the message you want to revise.
2. Press [CTRL] [▷] to advance to the end of your previously entered message.
3. Type the additional message or data as you would with a standard typewriter.

Revising Data

Searching for a Location

. . . Line-by-Line

Locate the beginning of the memory that contains the message you want to revise.

To scroll forward:

1. Press [SCROLL] once for each line you wish to advance.
2. Once you locate the appropriate line, press [▷] or [◁] to position the Character Position Marker under the first letter in the word you want to change.

To scroll backward:

1. Hold down both [CTRL] and [SCROLL] until the first five characters in the line you wish to change are printed.
2. Once you locate the line, press [▷] or [◁] to position the Character Position Marker under the first letter in the word you want to change.

. . . By Printing and Stopping

1. Locate the beginning of the memory that contains the message you want to revise.
2. Press [RUN MSG].
3. When the Teleprinter reaches the location you are searching for, press [RUN MSG].
4. If you stop the printing too soon or too late, press [▷] or [◁] to locate the correct position.

#### . . . Using the Fast Forward Function

1. Locate the beginning of the memory that contains the message you want to revise.
2. Press [CTRL] [▷] to advance to the end of your previously-prepared message.
3. You can now continue entering your data where your message ended, or begin scrolling backward line-by-line through your message as explained above.

Substituting Text or Data

1. Position the Teleprinter Character Position Marker under the appropriate location where you wish to begin substituting.
2. Type in the substitution.
3. Press [SHIFT] [SCROLL] to verify that the substitution has been made.

Deleting Text or Data

1. Position the Character Position Marker under the appropriate location where you wish to begin deleting.
2. Delete any incorrect characters remaining or spaces by pressing [SHIFT] [▷] once for each remaining character or space.
3. Press [SHIFT] [SCROLL] to verify that the deletion has been made.

Adding Text or Data

1. Position the Character Position Marker under the appropriate location where you want to begin adding.
2. Press [INSERT].
3. Type the characters you want to insert.
   Note: If you make a mistake while inserting characters, press [◁] to position the Character Position Marker under the character to be corrected and type as necessary. If additional characters are to be inserted following the correction, press [INSERT] again and continue typing.
4. If you have more changes to make at another location, press [INSERT] to stop inserting, and proceed to that location.
5. If you have no more changes to make, press [RUN MSG].

Reformatting Lines

Dividing Lines:

1. Locate the line you wish to re-format.
2. Position the Teleprinter Character Position Marker under the space between the words you wish to divide using [◁].
3. Press [RETURN].

Combining Lines:

You may combine any line with the line below it by deleting the "return" command between the two lines:

1. Position the Teleprinter Character Position Marker anywhere along the second line of the two you want to combine.
2. Press and hold [◁] until the Teleprinter Character Position Marker moves to the left of the left margin and begins to print the preceding line.
3. Release [◁] before the entire first line is printed.
4. Press the Space Bar once.
5. Press [SHIFT] [▷] to delete the Return Command.

Erasing a Message

To erase a message in "Memory":

1. Press [CLEAR HOME] to position the Memory Location Pointer at the beginning of Memory.
2. Press [SHIFT] [CLEAR HOME] to erase the message.

To erase a message in "Ctrl Memory":

1. Press [CTRL] [CLEAR HOME] to position the Memory Location Pointer at the beginning of "Ctrl Memory."
2. Press [SHIFT] [CLEAR HOME] to erase the message.

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